

## Upload Your Reporting Files

> **Employer Contribution  
Reporting Login**

Once you have logged onto  
instructions:

you will get the following

1. Click the "Browse..." button and locate the file you wish to upload.
2. Click the file name to highlight it and click the "Open" button.
3. When the name of the file appears in the large box below, click the "Upload" button and the file will be uploaded to SDRS.

Select file to Upload

Browse...

Upload

Once you have completed the upload, and you are finished with the Employer's Software section, simply click the "Finish Button" below to visit the SDRS Home Page. Thank you for participating in this program.

Return to SDRS Home Page!

Remember- You can register for the first time with your employer number as your login and select your own password from the Employer Login Page. If you need any assistance please contact SDRS at 773-3731 and we will help you through the process!